

WHAT YOU NEED TO KNOW TO GET STARTED IN THE CLASSROOM

Course Outline

An instructor is selected to teach a specific course of the College curriculum. The course outline is the official document that has been approved by the Hartnell College Board of Trustees and must be adhered to by the instructor. Course outlines should be provided to the instructor at the time of hiring, and are available online at <http://www.curricunet.com/hartnell/> (You may search for courses without logging in). The required hours for lecture, lecture/laboratory per semester is stated in the course outline.

Textbook Selection

Faculty must choose textbooks that conform to the approved course outlines. Textbook selection is usually performed by full-time discipline faculty with exceptions made for disciplines staffed entirely by adjunct faculty. (Refer to Board Policy #4200).

Course Syllabus

Instructors are required to prepare a syllabus for each course taught. It is advisable to distribute this handout during the first class meeting, give one copy to the Area administrator and one to the Dean of Distance Learning, Weekend/Evening Programs in the case of evening or weekend courses. The syllabus should provide students with the following course information:

- Instructor's name, and method of contact (i.e., email address and phone number),
 - Course name, section number, dates, room and time,
 - Titles and authors of all required texts,
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 - Course objectives - a brief statement of what the course is about and the main concepts or skills to be covered,
 - Teaching methodology - a brief statement of the instructor's intended teaching method, i.e., lecture, discussion etc.
 - Grading criteria - a statement of how grades are to be earned, i.e., tests, projects, attendance, participation, comprehensive final exam, etc.
 - Classroom management policies-a statement covering such topics as tardiness, make-up examinations, absences, classroom rules, etc.
- Sample syllabi may be viewed at <http://www.hartnell.edu/faculty/#syllabus>

First Class Meeting

The first class meeting of any course is probably the most important of the semester. The success of the entire semester's effort can rest on making a good beginning. For this reason, certain Do's are recommended:

- **Do** over-plan for the first meeting. Be more than fully prepared and conduct class for the entire scheduled time.
- **Do** begin the class punctually. Starting late or ending early gives the students the impression you are not serious about the importance or amount of work to be done.
- **Do** ensure that each student is registered or receives and processes an Add Card within the next 24 hours. Before signing Add slips, please make sure you adhere to contractually agreed upon class size caps (see HCFA contract, <http://www.hartnell.edu/hr/forms/ctac.pdf>, Article 12B) and fire code occupancy limits for your assigned classroom.
- **Do** emphasize your name by writing it on the board and pronouncing it for the students. Write it on the board at each class meeting for at least four weeks.
- **Do** hand out a syllabus and discuss it slowly and fully. You can easily post your

syllabi online. For instructions, see <http://panther.hartnell.edu/faculty/>.

- **Do** dismiss class at the officially scheduled end time.

For more information about effective classroom techniques, see <http://panther.hartnell.edu/handbook/Section7.pdf>.

Class Break Policy

Each class must meet state requirements regarding attendance and student-teacher contact hours. The California Education Code specifies that for each scheduled clock hour of class, fifty consecutive minutes must be spent in instruction. Any scheduled clock-hour in which fewer than fifty minutes is spent in instruction does not count toward apportionment. This rule affects the break policy at Hartnell.

Each scheduled clock hour of any course must include fifty minutes of instruction. Break periods should not be accrued to the end of a three-hour session. Instead, breaks for lecture classes should be taken each hour. However, a 6:00 p.m. to 8:50 p.m. class may choose to take a twenty minute break in the middle and still be within the law.

Attendance Policy

A college student is expected to attend all of his/her class sessions. Failure to attend class can result in a lower grade or dismissal from class. The College's attendance policy relies on the following five basic premises:

1. Students who do not attend the first class meeting will be dropped and may be replaced by other students unless the student notifies the instructor in advance. (Allow original students at least one half of first class period to arrive before replacing with other students.)
2. ANY absence from class is detrimental to a student's progress in that class; therefore, an "excused" absence is no less serious than "unexcused." Participation in curricular and extracurricular College activities is acknowledged to be an integral part of a student's total educational experience. PRIOR APPROVAL from the instructor is necessary for this participation not to be considered an absence.
3. Any lack of attendance that leads an instructor to judge that unsatisfactory progress is being made may result in the student being dropped. Absence from a full semester class in excess of two weeks (consecutive or non-consecutive) may result in the instructor dropping the student. That is, a student may be dropped after missing one more class meeting than twice the number of class meetings per week. Absences in excess of one week (consecutive or non-consecutive) from a summer session class, or any regular semester class from 6-17 weeks in duration, may result in the instructor dropping the student. That is, a student may be dropped after missing one more class meeting than the number of class meetings per week. Absence in excess of 10% of the scheduled class meetings in classes from 1-5 weeks in duration may result in the instructor dropping the student. That is, a student may be dropped after missing one class meeting than 10% of the total number of scheduled class meetings.
4. When a student is dropped due to the attendance policy, the assignment of a "W" will be based on the drop occurring before the fourteenth week for a full semester class. After the fourteenth week, no drops are allowed, and the only grades given will be: A, B, C, D, F, NC, or CR. It is the student's responsibility to withdraw formally from classes by the last day to withdraw with a "W". Any student who stops attending a class without officially dropping it in the Admissions and Records Office may receive a grade of "F".
5. If a student has been dropped for violation of the attendance policy, the instructor may reinstate the student only if all of the following conditions are met:
 - a. the student had been doing satisfactory work,
 - b. in the judgment of the instructor, the student has a reasonable chance of passing the

- course, and
- c. the student verifies extenuating circumstances beyond his/her control.
 - d. The student must complete a student reinstatement form with supporting documentation. Student Reinstatement forms can be obtained from the Admissions and Records Office. If the student is denied reinstatement, the student may petition the Associate Vice President for Academic Affairs.

Field Trips

Field trip forms are available from your area and require the approval by the Area leader at least 5 working days prior to the trip. A signed Student Voluntary Field Trip/Excursion Notice form must be submitted for each participating student along with the request/authorization form. It is the instructor's responsibility to distribute, collect and turn in these forms to the Area leader prior to the field trip.

The following should be adhered to when considering field trips:

- Field trips must be related to the course objectives.
- All field trips must be voluntary, i.e. any student who cannot attend must be provided with an optional assignment of equal value in grading.
- Unless the College is providing the transportation, the instructor shall not mandate any aspect of the transportation including route of travel, "caravanning", rider ship, time of travel, etc.
- No student shall participate unless the Student Voluntary Field Trip/Excursion form has been signed;
- During the field trip all Hartnell rules and regulations are to be observed since the field trip is an official function of Hartnell College.

Final Examinations

According to Governing Board policy #4115:

Final examinations are mandatory in all courses except laboratory courses. The examinations will include essays, term projects and/or term papers and/or, where appropriate, use symbol systems and/or skill demonstrations by students. In laboratory courses, final examinations are given at the option of the instructor.

Each final examination should be comprehensive and be based upon the entire semester's work. Mid-semester and other examinations are encouraged.

Final examinations must be comprehensive. Essay examinations are encouraged to reinforce the importance of written literacy for all students. The Area administrators have supplies of Scantron answer sheets for the instructor's preparation of examination keys. Students are responsible for purchasing their own Scantrons. Scantron answer sheets and "blue" books are available in the College Store for purchase by students. Scantron grading machines are available in CAB322, TECH11, and MER22.

Final Examination Date

The date, time, and place of the final examinations is published each semester in the Schedule of Classes and on the Hartnell web site, <http://www.hartnell.edu/academics/calendars/>. For daytime short courses and all evening classes, the final examination date is the last class meeting. Evening classes and short courses do not end when day classes end; they continue to meet as scheduled throughout the examination week and hold the final exam during the last scheduled class session. The only exception is that if the evening class meets twice a week, the instructor may, if he/she so desires, give the final exam during the first class meeting of the week, and return and review the final exam during the last class session. Such an evening class must meet for both full sessions during the final week of the semester. Final examinations in evening classes must be comprehensive, just as in day classes. **Faculty may not change the date, time or location of the final examination in either day or evening classes.**

Students Changing Final Examination Date

Students wishing to deviate from the Final Examination Schedule, as printed in the Schedule of Classes, should obtain a "Request to Change Exam Date" form from the Area administrator. They should complete the top section and submit it to the instructor. The instructor's agreement to oblige the student is entirely voluntary. The form, signed by the student and the instructor, **must reach the Area administrator's office at least one week prior to the scheduled final.** After review by the Area administrator, one completed copy will be returned to the instructor, and one given to the student.

Make-Up Examinations

It is the option of the instructor whether or not to allow make-up examinations. The instructor's policy on make-up examinations should be announced PRIOR to examinations and clearly stated in the course syllabus.

The instructor should make certain that students taking make-up examinations are properly proctored or supervised. Daytime instructors must work out their own arrangements concerning make-up examinations. Evening instructors may make such requests to Frank Henderson, at x6738, in the Academic Learning Center.

Return of Papers, Examinations, and the Posting of Grades

Instructors should make arrangements with students about the timely return of papers, class projects, and examinations. The instructor should indicate to the students how materials will be returned. At the end of the semester, the instructor may ask students for self-addressed, stamped envelopes in which papers and examinations may be returned.

Instructors may post students' grades in the classroom by using the CATCard ID number as an identifier since this is the number on the roster.

Student Conduct and Grievances

The goal of Hartnell College is to provide quality education in a safe, clean, intellectually stimulating environment. Any conduct which disrupts that environment violates College rules. For a detailed explanation of conduct and discipline policies please refer to *Policies and Procedures Relating to Student Rights, Responsibilities, and Grievance Procedures*, http://www.hartnell.edu/students/Student_Rights_&_Responsibilities_Handbook.pdf.

The classroom instructor is the sole arbiter of both academic and behavioral standards within that class. Instructors should make their standards clear to students within their course syllabus. If an instructor becomes aware of a potential student conduct problem, he/she should inform the Area leader and the Vice President for Student Services. An evening or weekend instructor should inform the evening/weekend manager who will pass the information along to the appropriate Area administrator and the Vice President for Student Services. If, in your judgment, a student's behavior is disruptive to the instructional process, that student may be asked to leave the class.

If such behavior occurs repeatedly the instructor may drop the student from the class. It is necessary, however, to advise the Area administrator and the Vice President for Student Services before taking final action. If you suspect that a student is cheating, investigate the circumstances. Consult the student. Discuss the situation with the Area leader and the Vice President for Student Services to decide on an appropriate course of action.

Instructors have complete authority in awarding grades. Grading standards must be explained to students within the syllabus distributed at the first class meeting. A student may appeal grading decision to the Area leader, the Associate Vice President for Academic Affairs, the Superintendent/President, and the Board of Trustees. Absent fraud or error, in no case can the instructor be compelled to change a grade. The final decision lies solely with the instructor. **The instructor must, however, maintain attendance rosters, all grade and census rosters, and any existing justification for grades. Originals of these records must be turned in to the Admissions Office at the end of each semester.**

Cheating/Plagiarism

When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

- Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
- Issue a NP or a failing grade (F) for the assignment in question. The Faculty will refer the case to the Vice President of Student Affairs for record of the violation.

The Vice President of Student Affairs may consider additional sanctions as outlined in the “Penalties for Student Misconduct” in cases of continued plagiarism or cheating. The student has a right to appeal any of these disciplinary actions and the right to have the case reviewed by the Hearing Board. If the student wishes to appeal, he/she should contact the Vice President of Student Affairs **within five (5) working days of notification of the disciplinary action.**

Credit By Examination

Course credit by examination is offered only to the student who can demonstrate to the satisfaction of the instructor of the course that he/she has had substantial prior experience or study with respect to the content of the course to justify the examination. The method for applying for credit by examination and the procedure for evaluation are to be found on the Petition for Credit by Examination Form, which is available in the Area administrator's office and in CAB 101.

Special Projects Contract

The purpose of the Special Projects Contract is to provide students an opportunity to work independently and experience a personal interchange with the instructor in an area of special interest and competency. The following procedures should be followed:

1. The student should have an exploratory conference with an instructor in the discipline.
2. In the initial interview, the instructor must determine if the student is qualified for a special project. Special attention should be given to courses that have been taken in the area or their equivalent. If the instructor determines that the student is competent to work independently in the subject area, and if the instructor teaches in that particular discipline, then the instructor should fill out the Special Projects Contract, which is available in the Area administrator's office.
3. The instructor should make sure all items are as specific as possible on the Special Projects Contract. See course outline in the discipline for units/credits allowed.

Routing of the Special Projects Contract:

1. A Special Projects Contract may be obtained from the Area administrator's office.
2. Instructor and student must agree on the project. Both student and instructor must sign the form.
3. The contract must be submitted to the Associate Vice President for Academic Affairs for approval PRIOR to the beginning of the work.
4. The Vice President's office will then forward the signed contract to Admissions and Records for processing.
5. Admissions and Records will then process and send the original to the instructor and a copy to the student who upon receiving it will need to go the cashier to pay the appropriate fees.

Academic Freedom and Responsibility

The Hartnell Community College District Board of Trustees has adopted the following policy:

Academic freedom gives the faculty member the right to interpret findings

and to communicate conclusions without being subjected to any discriminating interference or pressure because those conclusions are at variance with constituted authorities or organized groups. In the classroom, therefore, the faculty member is entitled to exercise this freedom within the course objectives and policies approved by the Board of Trustees.

Academic freedom carries with it corresponding responsibility, which emphasizes the obligation to study, to investigate, to present and interpret, and to discuss facts and ideas relevant to the curriculum in all branches and fields of knowledge. The faculty member will acknowledge controversial views, identify any biases or advocacy, and show respect for opinions held by others.

Hartnell's goal is to provide the highest quality education to all students in an environment of intellectual and personal integrity. Faculty, administration and staff are expected to make decisions and act in an ethical and professional manner.